



**INVITATION TO TENDER
PREQUALIFICATION OF SUPPLIERS/ CONTRACTORS FOR THE SUPPLY OF GOODS
AND PROVISION OF SERVICES FOR THE FINANCIAL YEAR 2025 - 2028**

TENDER NO. ASCCS/TENDER/PROC/05/2025-2028

Closing Date : Wednesday 8th October 2025

**APSTAR SACCO SOCIETY LIMITED
P.O. Box 44071-00100, NAIROBI.
Tel. +254 (020) 2785000
Email: info@apstarsacco.coop
Website: www.apstarsacco.coop**

**REGISTRATION OF SUPPLIERS FOR GOODS, SERVICES & WORKS FOR
THE FINANCIALS YEAR 2025/2026- 2027/2028**

NAME OF THE FIRM:

.....CATEGORY NUMBER/S:

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CATEGORY NAME/S:

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SEPTEMBER 2025

INVITATION TO TENDER

Apstar DT Sacco Society Limited (Formerly Ukulima Sacco Society Limited) is a licensed Deposit Taking Sacco licensed by the Sacco Society Regulatory Authority (SASRA) with its Headquarters in Nairobi and branches in Nairobi, Kisumu, Mombasa, Eldoret, Embu, Nakuru, Kisii, Kakamega and Meru. The Society aspires to transform lives through resource mobilization and provision of innovative and accessible financial solutions.

The Society invites applications from interested eligible candidates for the pre- qualification of the under listed goods, services and works for the financial year 2025/26 -2027/2028

TENDER REFERENCE NO: ASCCS/TENDER/PROC/05/2025	
CATEGORY NO.	ITEM DESCRIPTION
1. SUPPLY OF GOODS/GENERAL PURCHASE	
ASCCS/PREQ/001/2025/2028	SUPPLY OF GENERAL STATIONERY AND OTHER CONSUMABLES
ASCCS/PREQ/002/2025/2028	SUPPLY AND DELIVERY OF GENERAL PRINTING WORKS
ASCCS/PREQ/003/2025/2028	SUPPLY, MAINTAINANCE AND REPAIR OF FURNITURE AND OFFICE FITTING
ASCCS/PREQ/004/2025/2028	SUPPLY OF PROMOTIONAL & MARKETING MATERIALS INCLUDING NEWSLETTERS, BROCHURES, MAGAZINES, ANNUAL FINANCIAL REPORTS, CALENDARS AND DIARIES, T-SHIRTS
ASCCS/PREQ/005/2025/2028	SUPPLY AND DELIVERY OF COMPUTERS, PRINTERS, UPS, COMPUTER CONSUMABLES AND ACCESSORIES.
ASCCS/PREQ/006/2025/2028	SUPPLY OF ICT SOFTWARES, LICENSES AND RENEWALS E.G MICROSOFT LICENCES, ANTIVIRUS ETC
ASCCS/PREQ/007/2025/2028	SUPPLY AND SERVICING OF CLEAN POWER, BATTERIES AND SOLAR POWER
ASCCS/PREQ/008/2025/2028	SUPPLY AND MAINTENANCE OF FIREFIGHTING EQUIPMENT'S
ASCCS/PREQ/009/2025/2028	SUPPLY OF OFFICE EQUIPMENT'S - SAFES, STRONG ROOM DOORS, SHELVING METAL RACKS, ARCHIVING BOXES, BULK FILERS
ASCCS/PREQ/010/2025/2028	SUPPLY OF FAST-MOVING CONSUMER GOODS (GENERAL SHOP ITEMS) E.G. TISSUE PAPERS, LIQUID SOAP, BOTTLED MINERAL WATER, ETC
ASCCS/PREQ/011/2025/2028	SUPPLY AND MAINTENANCE OF POWER COOLING EQUIPMENT I.E. FIRE EXTINGUISHERS, AUTOMATIC FIRE SUPPRESSION SYSTEMS, SMOKE DETECTORS
ASCCS/PREQ/012/2025/2028	SUPPLY OF KITCHEN SUPPLIES AND CATERING SERVICES
2. PROVISION OF SERVICES	
ASCCS/PREQ/013/2025/2028	PROVISION OF COURIER SERVICES
ASCCS/PREQ/014/2025/2028	PROVISION AND MAINTENANCE OF WEBSITE SERVICES
ASCCS/PREQ/015/2025/2028	DOCUMENTARY PRODUCTION, PHOTOGRAPHY AND VIDEOGRAPHY SERVICES AND OTHER ELECTRONIC PRODUCTION

ASCCS/PREQ/016/2025/2028	PROVISION OF CORPORATE BRANDING SERVICES, OUTDOOR BRANDING AND SIGNAGE WORKS
ASCCS/PREQ/017/2025/2028	PROVISION OF SOCIAL MEDIA MONITORING SERVICES
ASCCS/PREQ/018/2025/2028	PROVISION OF EVENT, INTERIOR DESIGN, FURNISHING AND DECORATION
ASCCS/PREQ/019/2025/2028	PROVISION AND MAINTENANCE OF SECURITY SERVICES E.G GUARD SERVICES, ALARM BACKUP, AND CASH IN TRANSIT SERVICES
ASCCS/PREQ/020/2025/2028	PROVISION OF OFFICE CLEANING, SANITARY, GARBAGE COLLECTION, FUMIGATION AND PEST CONTROL SERVICES
ASCCS/PREQ/021/2025/2028	REPAIR AND MAINTENANCE OF ICT EQUIPMENTS, NETWORK SWITCHES, AIR CONDITIONERS, ROUTERS, PRINTERS AND PHOTOCOPIERS
ASCCS/PREQ/022/2025/2028	PROVISION OF MOTOR VEHICLE TRACKING SERVICES
ASCCS/PREQ/023/2025/2028	PROVISION OF DEBT COLLECTION AND AUCTIONEERING SERVICES
ASCCS/PREQ/024/2025/2028	PROVISION OF CREATIVE AND DESIGN SERVICES ON BOTH DIGITAL & PRINT FORMATS FOR PROMOTIONAL MATERIALS, CALENDARS, FINANCIAL REPORTS, BROCHURES, PRINTING AND EMBROIDERY OF T-SHIRTS, CAPS, UMBRELLAS, STAFF
ASCCS/PREQ/025/2025/2028	PROVISION OF MARKETING RESEARCH AND CONSULTANCY SERVICES
ASCCS/PREQ/026/2025/2028	SUPPLY, DELIVERY AND MAINTENANCE OF ICT COMPUTING HARDWARE, NETWORKING HARDWARE AND TOOLS
ASCCS/PREQ/027/2025/2028	PROVISION OF AND MAINTENANCE OF TELEPHONE SERVICES
ASCCS/PREQ/028/2025/2028	SUPPLY AND DELIVERY OF SOFTWARES AND LICENSING SERVICES (ANTIVIRUS E.T.C)
ASCCS/PREQ/029/2025/2028	PROVISION OF NETWORKING INFRASTRUCTURE SERVICES
ASCCS/PREQ/030/2025/2028	PROVISION OF CYBER SECURITY SYSTEM SERVICES E.G (FIREWALLS, ANTIVIRUS, PROXY, EMAIL GATEWAY, VAC DATABASE FIREWALLS, E.T.C
ASCCS/PREQ/031/2025/2028	PROVISION OF INTERNET CONNECTION SERVICES
ASCCS/PREQ/032/2025/2028	PROVISION AND MAINTENANCE OF CCTV, ALARM SYSTEM, ACCESS CONTROL & BIOMETRIC SYSTEM, ELECTRICAL INSTALLATIONS REPAIRS.
ASCCS/PREQ/033/2025/2028	PROVISION OF INSURANCE SERVICES
ASCCS/PREQ/034/2025/2028	SUPPLY AND INTALLATION OF TELECOMMUNICATION EQUIPMENTS AND INFRASTRUCTURES, IP PHONES AND REPAIRS
ASCCS/PREQ/035/2025/2028	PROVISION OF LIFT SERVING AND MAINTAINANCE SERVICES
ASCCS/PREQ/036/2025/2028	PROVISION OF WIDOW CLEANING SERVICES
ASCCS/PREQ/037/2025/2028	PROVISION OF GENERATOR MAINTENANCE
ASCCS/PREQ/038/2025/2028	PROVISION OF SANITARY SERVICES
ASCCS/PREQ/039/2025/2028	PROVISION OF IMPLEMENTATION, CONFIGURATION SUPPORT AND MAINTENANCE DYNAMICS 365 BUSINESS CENTRAL SYSTEM
ASCCS/PREQ/040/2025/2028	PROVISION OF MARKING OF ASSETS AND TAGGING

3.CONULTANCY & PROFESSIONAL SERVICES	
ASCCS/PREQ/041/2025/2028	PROVISION OF SERVER ROOM HEATING AND AIR CONDITIONING SERVICES
ASCCS/PREQ/042/2025/2028	PROVISION FOR BUILDING CONSULTANTS AND CONSTRUCTIONS / ARCHITECTURE /ALUMINUM WORKS
ASCCS/PREQ/043/2025/2028	PROVISION, SUPPLY AND MAINTENANCE OF POWER BACKUP SYSTEMS
ASCCS/PREQ/044/2025/2028	PROVISION OF DISASTER RECOVERY SERVICES
ASCCS/PREQ/045/2025/2027	PROVISION OF DATA ANALYTICS SERVICES
ASCCS/PREQ/046/2025/2027	PROVISION OF SACCO'S MEMBER TRAINING AND MANAGEMENT CONSULTANCY SERVICES
ASCCS/PREQ/047/2025/2027	PROVISION OF TEAM BUILDING FACILITATION SERVICES
ASCCS/PREQ/048/2025/2027	PROVISION OF IN-HOUSE HUMAN RESOURCE CAPACITY BUILDING
ASCCS/PREQ/049/2025/2027	PROVISION OF AUDIT SERVICES e.g. SYSTEM, ENVIRONMENTAL, OSHA AUDIT, EXTERNAL AUDIT SERVICES (<i>SERVICE PROVIDERS TO INDICATE THE SPECIFIC AREA/S OF SPECIALIZATION</i>)
ASCCS/PREQ/050/2025/2027	PROVISION OF TAX & FINANCIAL CONSULTANCY SERVICES
ASCCS/PREQ/051/2025/2027	PROVISION OF QUANTITY SURVEY SERVICES
ASCCS/PREQ/052/2025/2027	PROVISION OF PROPERTY MANAGEMENT SERVICES
ASCCS/PREQ/053/2025/2027	PROVISION OF ICT, FINANCIAL FORENSIC INVESTIGATION SERVICES (<i>SERVICE PROVIDERS TO INDICATE THE SPECIFIC AREA/S OF SPECIALIZATION</i>)
ASCCS/PREQ/054/2025/2027	PROVISION OF LEGAL SERVICES
ASCCS/PREQ/055/2025/2027	PROVISION OF VALUATION AND REVALUATION SERVICES – MOTOR VEHICLE, LAND, FIXED ASSETS AND BUILDING
4.PROVISION OF WORKS	
ASCCS/PREQ/056/2025/2027	PROVISION OF GENERAL CONSTRUCTION WORKS (NOT LIMITED TO) MASONRY, PAINTING, CAPENTRY, PLUMBING, GARDENING AND ELECTRICAL WORKS
<p>Interested suppliers may download forms from our website: www.apstarsacco.coop or collect them physically from our office during working hours (Monday to Friday 8:00 a.m. - 5: 00 p.m.). A non-refundable payment of Ksh. 2,000/= per category should be made at Fosa Banking hall ground floor, Ukulima cooperative House and attach Bank slip upon return of the form(s).</p> <p>Duly completed tender documents to be put in plain sealed envelope and clearly marked PREQUALIFICATION OF GOODS, SERVICES AND WORKS INDICATE CATEGORY NUMBER AND NAME “ASCCS/TENDER/PROC/04/2025-2028 and addressed to:</p> <p style="text-align: center;">The Chief Executive Officer, Apstar Sacco Society Ltd, P.O. Box 44071- 00100, Nairobi.</p>	

Please deposit in the tender box located at APSTAR SACCO OFFICES, Ukulima Cooperative House before Wednesday , **8th October 2025** at 12:00am EAST AFRICA TIME.

The Sacco reserves the right to accept or reject any applications

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Apstar Sacco Society Ltd would like to invite interested candidates who must qualify by meeting the set criteria as provided, to supply and deliver various goods and services to the Company.

1.2 Pre-Qualification Objective

The main objective is to pre-qualify reliable suppliers who will supply and deliver quality assorted items and provide quality services at cost effective prices under relevant tenders/quotations to Apstar Sacco as and when required during the period in the financial year 2025/26 and 2027/28.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Kenya in respective merchandise or services are invited to submit their PRE-QUALIFICATION documents to Procurement Office, Apstar Sacco so that they may be pre-qualified/for submission of tenders/quotations. The prospective Suppliers are required to supply the mandatory information for pre-qualification as requested.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government institutions and private entities of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required from prospective suppliers.

1.6 Considerations

In order to be considered for pre-qualification/registration, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Pre-Qualification Documents

A complete set of pre-qualification documents can be downloaded from Apstar Sacco's Website www.apstarsacco.coop . Complete pre-qualification documents in plain sealed envelopes clearly labeled "**PRE- QUALIFICATION FOR SUPPLIERS OF GOODS, WORKS AND SERVICES - 'INDICATE CATEGORY NUMBER AND NAME'**" to be deposited in the tender box situated at the APSTAR SACCO OFFICES, Ukulima cooperative house 2nd floor, Not later than Wednesday 8th October 2025 at 12:00noon and address to: -

**The Chief Executive Officer
Apstar Sacco Society Ltd.
P.O. Box 44071- – 00100, Nairobi.
Website: www.apstarsacco.coop**

1.8 QUESTIONS ARISING FROM DOCUMENTS

A prospective tenderer requiring any clarification of the document may notify the Procuring entity through procurement@apstarsacco.coop. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than two (2) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entity's response (including an explanation of the query but without identifying the source of inquiry) will be shared to all bidders via the company's website. The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

1.8.1. CLARIFICATION OF TENDERS

To assist in the evaluation of Tenders, the Procuring Entity may, at its discretion, ask a Tenderer for a clarification (including missing documents) of its Tender, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Tenderer shall be in writing. If a Tenderer does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Tender shall be evaluated based on the information and documents available at the time of evaluation of the Tender.

1.9 ADDITIONAL INFORMATION

Apstar Sacco reserves the right to request submission of additional information from prospective suppliers.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

The Supplier will pay all taxes payable as applicable for all materials to be supplied.

2.2 CUSTOMS CLEARANCE

The contractors shall be responsible for custom clearance of their imported goods and materials.

2.3 CONTRACT PRICE

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted shall be inclusive of all delivery charges and all taxes as well.

2.4 PAYMENTS

All local purchase orders shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

2.5 CURRENCY

All local supplies and services shall be denominated in Kenya Shillings

3. REGISTRATION INSTRUCTIONS

3.1 Registration data forms

3.1.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, are to be completed in full by all prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific category.

3.1.2 The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.1.3 Where a prospective bidder or supplier applies to be prequalified for more than one (1) category they must attach relevant support documents to show their experience or expertise in each area.

3.2 QUALIFICATION

3.2.1 It is understood and agreed that the pre-qualification on prospective bidders is to be used by APSTAR Sacco in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of APSTAR Sacco they possess capability, experience, qualified personnel available and suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

3.3.1 Experience:

Prospective bidders shall have experience in the supply of goods, services and allied items. The potential supplier/contractor should show competence, willingness and capacity to service the contract at short notice.

3.3.2 Personnel

The names and pertinent information and CVs of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Capability

The Supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as letters of reference from the bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special Consideration

Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and work in progress date on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Certified Letters of reference and or certified copies of order/contracts from past customers should be included in Form PQ-6.

3.3.6 Capacity of the firm.

Prospective suppliers of goods and services should demonstrate that they have the technical , physical, logistical and human resource capacity to supply and deliver the category of goods and services/Services that they are seeking to be prequalified for.

3.3.7 Presentation

A Table of contents illustrating the contents of the documents is compulsory as it creates ease of evaluation and will help verify the contents

3.4 Notification of Prequalification

All participants shall be notified formally of the outcome after completion of the prequalification process.

3.5 STATEMENT

Applications must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given. Firms are advised to confirm whether they have been debarred by PPOA.

3.6 WITHDRAWAL OF PREQUALIFICATION

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the APSTAR Sacco could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, APSTAR Sacco reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

3.7 CERTIFICATIONS

The firm must have a fixed Business Premise and must be registered in Kenya, with Certificate of Registration Incorporation/Memorandum and Article of Association, copies of which must be attached.

3.7.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate which is mandatory.

3.8 PREQUALIFICATION CRITERIA

Required Information	Form Type	Points Score
Registration Documentation	PQ-1	30
Pre-qualification Data	PQ-2	10
Supervisory Personnel	PQ-3	10
Financial Position	PQ-4	20
Confidential Report	PQ-5	10
Past Experience	PQ-6	15
Sworn Statement	PQ-7	5
	TOTAL	100

3.9 The qualification is 70 Points.

3.10 Verification

The society shall have the right to visit the supplier Premises to verify the information provided in the document and ascertain as part of prequalification process that the supplier indeed has the capability to provide goods and or service

FORM PQ-1 PRE-QUALIFICATION CATEGORY

All firms **MUST** provide: -

1. Copies of Certificate of Registration/Incorporation/Partnership deed/business certificate
2. Current copy of CR 12
3. Copy of PIN/VAT Registration Certificate.
4. Tax Compliance Certificate from Kenya Revenue Authority.
5. Copies of Pin Certificate of firm/company /individual (directors).
6. Copy of the current Business permit where applicable
7. Letter of recommendation from at least 5 previous organizations served
8. Practicing Certificate for all Consultancy services where applicable
9. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificates with relevant professional bodies/ authorities (e.g. valid certificate of dealership/authorization), Ministry of Public Works etc.
10. Director's identity cards (certified)
11. Passport photos of all directors of the company
12. Latest Audited Financial Accounts (2022 - 2024)
13. Business profile
14. Letter from Credit Reference Bureau showing credit status
15. Proof of physical facility (e.g. copy of lease agreement where offices/factory are rented)
16. Properly bound, serialized and good presented documents. Loose documents will not be accepted. **All the above documents must be presented in the sequence above.**

N.B:

- **Numbers 1-15 above -1.5 mark each**
- **Number 16 (7.5 points)**
- **Total score 30 points**

FORM PQ-2 – PRE-QUALIFICATION DATA

1. REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as
supplier/(s) of (*indicate categories*)

1.....

2.....

3.....

4.....

5..... Post Office

Address.....

Town.....

Street.....

Name of building... .. Room/Office

No..... Telephone

Nos.....

Full Name of applicant.....

Other branches location.....

2. ORGANIZATION & BUSINESS INFORMATION

1. Management personnel.....

President (Chief Executive)

Secretary.....

General Manager.....

Treasurer.....

2. Business founded or incorporated

3. Under present management since

4. Net Worth equivalent Kshs.....

5. Bank reference and Address

.....

6. Bonding Company reference and Address

.....

7. Enclose copy of organization chart of the firm indicating the main fields of activities

.....

8. State any specific attributes which distinguish you from your competitors

.....

.....

9. Indicate terms of trade / sale

10. Indicate the main business line..... (10 Points)

PQ-3 SUPERVISORY PERSONNEL (OPTIONAL /CONDITIONAL BASED ON GOODS OR SERVICES PROVIDED)

Name.....

Age.....

Academic Qualification

.....

.....

.....

.....

Professional Qualification

.....

.....

.....

Length of service with contractor or supplier position held

.....(Attach copies of certificates
of key personnel in the organization)

(10 Points)

PQ-4**FINANCIAL POSITION AND TERMS OF TRADE**

1. Attach a copy of firm's three years certified financial statements giving summary of assets and current liabilities / or any other financial support.
2. Attach letters of reference from the bankers regarding supplier's credit position.

(20 Points)

FORM PQ-5**8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applies to your type of business

You are advised that it is a serious offence to give false information on this form

Part 1 – General:

Business Name

Location of business premises.

Plot No..... Street/Road

Postal AddressTel No.

E mail

Nature of Business

Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.
.....

Name of your bankers

Branch

Part 2 (a) – Sole Proprietor

Your name in full

Age Nationality.....Country of origin

Citizenship details.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship
Details Shares		
1.		
2.		
3.		

Part 2 (c) – Registered Company

Private or PublicState the nominal and issued capital of company-

Nominal Kshs..... Issued Kshs.....

Given details of all directors as follows

Name	Nationality	Citizenship
Details Shares		
1.....		
2.....		
3.		
4.....		
5		

Date..... Signature of Candidate

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

FORM PQ 6 - PAST EXPERIENCE

**NAMES OF THE APPLICANT'S CLIENTS IN THE LAST TWO YEARS NAMES
OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

- i. Name of Client (organization)
 - ii. Address of Client (organization)
 - iii. Name of Contract Person at the client (organization)
 - iv. Telephone No. of client
 - v. Value of Contract
 - vi. Duration of Contract (date) (Attach documents evidence of existence of contract/LPO)
2. Name of 2nd Client (organization)
- i. Address of Client (organization)
 - ii. Name of Contact Person at the client (organization)
 - iii. Telephone No. of Client
 - iv. Value of Contract (date)
 - v. Duration of Contract (date) (Attach documental evidence of existence of contract/LPO)
3. Name of 3rd Client (organization)
- i. Address of Client (organization)
 - ii. Name of Contact Person at the client (organization)
 - iii. Telephone No. of Client
 - iv. Value of Contract
 - v. Duration of Contract (date) (Attach documental evidence of existence of contract/LPO)

Others

.....

(15marks)

Having studied the pre-qualification information for the above project we/ I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited/requested to do so by Apstar Sacco
- c. When the call for quotation is issued with the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify Apstar Sacco and acknowledge your right to review the pre-qualification made.
- d. We enclose all the required documents and information required for the pre-qualification evaluation.
- e. We confirm that we have not been debarred from participating in public procurement and have no litigation procedure in process.

Date **Applicant's Name:**

Represented by

Signature(Full name and designation of the person signing and stamp or seal).

(5marks)

NB: PRESENTATION OF THE DOCUMENT SHOULD FOLLOW THE ABOVE FLOW FROM PQ1 – PQ7 WITH CLEAR DEMARCATIONS IN EACH REQUIREMENT. NON - COMPLIANCE WILL ATTRACT 10 MARKS PENALTY ON THE OVERALL SCORE